

HOW TO LOCATE IMPLEMENTATION PLAN ON-LINE

California Home

Wednesday

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- [Office of the Chief Counsel](#)
- [Merit Employment and Technical Resources Division](#)

801 Capitol Mall
Sacramento, CA 95814
P.O. Box 944201
Sacramento, CA
94244-2010
(916) 653-1705

STATE PERSONNEL BOARD**Proposed IT Classification and Selection Plan**

Clark Kelso, state CIO has released draft information proposing new IT classification and selection plan.

Visit [FAQs](#) for questions you may have.

How May We Assist You?

[Seeking Employment with the State of California](#)

[State Agencies Seeking Information](#)

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[Who has responsibility? SPB or DPA](#)

What's New

[Public Hearing Notice: Proposed Revision to the State Application \(Form STD. 678\)](#)

[State Personnel Board Meeting Schedule for 2006](#)

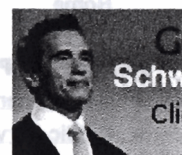
[Department of Health Services is Recruiting IT Staff \(Adobe PDF Format\)](#)

[State Personnel Board Meeting Schedule for 2006](#)

[State Employee Mediation Program Notice of Intent to Award \(Adobe PDF Format\)](#)

[State Employee Mediation Program Bidder's Conference Questions and Answers \(Adobe PDF Format\)](#)

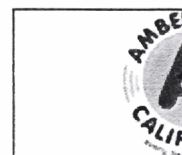
[State Personnel Board vacated its precedential decision Antonio Archuleta, SPB Dec.](#)

**NOW RECRUITING**

**Doctor
and
Nurse**

NOW RECRUITING

**Associate
Program
Analyst**

**Hot Links**

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- [Internet Exam](#)
- [Recruiting](#)
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Related Resources

- [Department of Administrative Services](#)
- [Office of the Controller](#)
- [Employment Department](#)
- [Public Employment Retirement System](#)
- [State Employment](#)

**Flex
your
Power**

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STATE PERSONNEL BOARD**Bilingual Services Program**

Information and Guidance for Governmental Agencies

Interpreter & Translators

- [Interpreter Certification](#)
- [Contract Interpreter/Translator Services & Referrals](#)

Language Survey and Implementation Plan

- [Language Survey and Implementation Plan Information](#)
- [Statewide Language Survey Reports & Analysis Volume I](#) [PDF](#) **New!**
- [Statewide Language Survey Reports & Analysis Volume II](#) [PDF](#) **New!**

Resources for State Agencies

- [Memorandums](#)
- [BSP Analyst - Departmental Assignments](#) (Updated List)
- [American Sign Language, Braille and Other Resources](#)
- [Training, Resources and Information](#)

Other Website Resources

- [Other State Departments' Bilingual Forms & Websites](#)
- [Federal Language Access Requirements/Resources](#)

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STATE PERSONNEL BOARD

Bilingual Services Program**Language Survey and Implementation Plan Information****Implementation Plan**

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- [IP Login Screen](#)

Language Survey

- [Forms and Instructions](#)
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INTRODUCTION

The Dymally-Alatorre Bilingual Services Act (Act) requires state departments to conduct a biennial survey of their public contacts, by language, and report the results to the State Personnel Board (SPB) by March 31st of every even-numbered year. The language survey collects information relative to the number of bilingual staff employed in public contact positions, the number and percentage of contacts received from non- or limited-English speaking individuals served by state departments and a variety of other relevant information to document their compliance with the Act.

The forms, instructions and other related information provided on this Web site are for use in conducting and reporting the department's language survey data. Each department must designate a Language Survey Coordinator who is responsible for overseeing the administration of its survey and for ensuring that complete and accurate information is reported to the SPB.

Language Survey

Instructions and Information

Language Survey Checklist
 Identifying Bilingual Position Needs and Calculating Deficiencies
 Language Identification Guide
 Memo to statewide Directors

Format

PDF
 PDF
 PDF
 PDF

Forms

Form A - Departmental Information
 Form B - Public Contact Tally Sheet (Verbal Contacts)
 Form C - Public Contact Employee Information
 Form D - Unit Staff Summary
 Form E - Unit Contacts (Verbal) Summary
 Form F - Internal Populations Counts
 Form G - Request for Exemption
 Form H - Language Code Guide
 Form I - Unit Written Contacts Tally & Summary
 Frequently Asked Questions
 Ethnologue: Languages of the World

Format

PDF
 PDF
 PDF
 PDF
 PDF
 PDF
 PDF
 PDF
 PDF
 Webpage

Report

Compliance Report
 Compliance User's Guide

Format

Word
 Acrobat

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[Language Survey Login](#)





Language Survey



Login.cfm

Current Users... Please Login

User ID:

Password:

Continue

New Users Sign Up Here

Instructions and Forms

[Exit to the SPB Home Page](#)





Language Survey



Master Language Survey Coordinator Accounts or Master Implementation Plan Coordinator Account Sign-Up

Please Pick Your Department	
ARTS COUNCIL	<input type="checkbox"/>
<input type="radio"/> I am the Master Implementation Plan Coordinator.	<input checked="" type="radio"/>
<input checked="" type="radio"/> I am the Master Department Level Coordinator for the Language Survey. I can enter data for any unit in the department.	
<input type="radio"/> I am an Assistant Reporting Coordinator for the Language Survey. I can enter data for specific units in the department.	
<div>Continue</div>	
<div>Exit</div>	

**Master Language Survey Coordinator Accounts or
Master Implementation Plan Coordinator Account
Sign-Up**



Language Survey



First Name: Juana		Last: Lopez-Rodriguez	
Address:	801 Capitol Mall		IMS:
City:	Sacramento	State: CA Zip: 95831	
Email:	jlopez-rodriguez@spb.ca.gov If you do not have an e-mail address, type <i>None</i>		
Phone:	916-653-1721	Extension:	

Sign Me Up

Exit

**Welcome to the Language Survey Program
and the Implementation Program Questionnaire Process!**

Signup Complete

Please print this out for future reference. If you forget your password,
Call the State Personnel Board Language Survey Program (916.651-8220).

User ID: JLopez-Rodr
Password: Lopez-RodriBH00



Department: ARTS COUNCIL
Reporting Group: California Arts Council
Email: jlopez-rodriguez@spb.ca.gov

First Name: Juana
Last Name: Lopez-Rodriguez
Phone: 916-653-1721

Extension:

Thank you for signing up. Someone from the SPB Bilingual Services Unit
Staff will approve your account. You will not be able to access this
account until you have been activated. If you have any questions, or if
your account is not active within 24 hours, please call the Bilingual
Services Unit at (916) 651-8417.

[Return Login Page](#)

[Language Survey Sign-In](#)

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STATE PERSONNEL BOARD

Bilingual Program



Implementation Plan Instructions and Questionnaire Login Screen

Current Users... Please Login

User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="radio"/> 2001/2002 <input type="radio"/> 2003/2004 <input type="radio"/> 2005/2006	
<input type="button" value="Continue"/>	



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STATE PERSONNEL BOARD**Bilingual Services Program****Introduction**

In compliance with the Dymally-Alatorre Bilingual Services Act (Act), all state agencies must provide to the State Personnel Board (SPB) an Implementation Plan, effective January 1, 2003, and in every even-numbered year thereafter. A questionnaire was developed to ensure that each state agency submits an Implementation Plan that responds to the requirements of the Act. Each section of the questionnaire was developed to correspond to the relevant section of the Act. This questionnaire refers to non- or limited-English speaking individuals as Limited English Proficient (LEP).

The Act requires each state agency to conduct an assessment of its compliance and develop an Implementation Plan. The minimum, addresses all of the following:

- Identifies one responsible person for overseeing implementation of the state agency's plan.
- Describes procedures for identifying written materials that need to be translated.
- Describes procedures for identifying language needs at local offices and assigning qualified bilingual staff.
- Describes how the agency recruits qualified bilingual staff.
- Identifies training the agency provides to its staff regarding the provision of services to non- or limited-English speaking individuals.
- Identifies procedures for accepting and resolving complaints of an alleged violation of the Act.
- Describes how the agency complies with any federal or other state laws that require linguistically appropriate services to the public.
- Provides a detailed description of how the agency plans to address any deficiencies in meeting the requirements of the Act.
- Any other relevant information requested by the SPB.

The SPB is responsible for reviewing each agency's plan to determine whether or not it is responsive and making recommendations to the agency to provide additional information or make changes to its plan. If a department is found to be deficient, the SPB can request the department to report its progress in addressing its deficiencies every six months. The SPB will compile the results of each agency's Implementation Plan, compile the data, and issue a report to the Legislature.

The department will have to log into the automated system to access the questionnaire. If the department does not have access to the SPB's automated language survey system, or you do not remember the department's log-in ID or password, contact the SPB Bilingual Services Program at (916) 651-9017. The staff will provide you with the required log-in ID and enable the department to access the Implementation Plan questionnaire.

State agencies are required to submit their Implementation Plans to the SPB no later than October 1 of each year. Each state agency, in developing its Implementation Plan, may rely on upon its current language survey data. If an agency did not participate in this language survey, it must develop an Implementation Plan based on other relevant information.

[Click here](#) to proceed to the questionnaire.

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